

## CHAPTER 9

# SHIPPING

Since you are usually on the receiving end of material movements in the supply system, the job of shipping may not seem to apply to you as an SK. However, when stationed at shore activities, you may find yourself becoming more concerned with the problems involved in the shipment of material.

In addition, on sea duty you will encounter instances where your shipment of material can have an impact on the material availability for other fleet and shore units.

This chapter provides information and guidance on shipping material by various means. It also explains those organizations that are available to help you accomplish material movements.

### SCOPE FOR SHIPPING

This chapter explains how you will make outgoing shipments of general cargo, hazardous material, and unaccompanied baggage. It is important for you to become knowledgeable about shipping. The shortages of repairable coupled with the increased emphasis on repairable management place more responsibility on you and the supply officer to make sure the material is shipped without any complications. The preferred method of shipping most of the material is through the mail. You must plan and prepare the material for shipment.

### PLANNING

Shipment planning is a necessary element in assuring a successful shipment. Answers to the following three basic questions are required to make the transportation system work

- What is the item?
- Where is it going (destination)?
- When must it arrive at the destination?

Without this information, the shipment could be delayed en route or never arrive at the destination. The initial documentation, or other source documents, must provide the shipper with information to answer those three basic questions. If not, you should not ship the material until such answers become available. Mail is

the preferred means of moving material to or from the ship. However, mail should not be used for high-priority shipments with project codes ZV2, ZR5, or FBM/Trident material.

### PREPARATION FOR SHIPMENT

Material should be prepared and packaged to minimize damage during shipment. NAVSUP Publication 484 illustrates basic packing and labeling methods and explains how to prepare reusable containers for shipment. This publication provides actual do-it-yourself packaging procedures designed for ships or stations having only limited packaging material. Some points to remember when preparing material for shipment are as follows:

1. Remove or block out all old transportation or shipping markings on reusable containers. Item nomenclature markings should not be removed from the containers.
2. Overpack materials only when it is necessary. When you use the reusable containers overpacking is not necessary.
3. Deliver shipments to the fleet unit designated to handle transshipment material or to the nearest shore installation when you do not have the adequate packaging facilities available. Mail is the primary means of moving material from one activity to another except where restricted by size or weight. When this happens, you must forward the material within the Defense Transportation System (DTS).
4. When you ship by multipack, make sure all the material is going to one activity under the same priority. When packaging the material, you should make sure the heavy items are packed on the bottom.

### SHIPMENT BY MAIL

The most convenient method of shipping parcels is through the mails. Mailable matter includes any papers or materials that are required in conducting official government business and that meet U.S. Postal Service standards relative to weight, size, and physical properties. Materials specifically unauthorized to be mailed and special instructions for mailing controlled

drugs, small arms, and classified matter are discussed later in this chapter. In addition, the different types of special mail services are also described.

Figure 9-1 indicates the weight and size limitations for mailable matter, as specified in the DOD *Postal Manual*, volume 1.

## EXTERNAL MARKINGS

The Postage and Fees Paid Department of the Navy DOD-316 marking has been **deleted** due to the metering of all government mail. It should not be imprinted on the upper right corner of envelopes, labels, tags, or wrappers used to transmit official mailable matter including that sent by any of the special services described under the upcoming Navy Freight heading. Official Business and Penalty for Private Use, \$300, should be imprinted on the upper left corner, below the sender's return address. Markings indicating the mail classification and type of special service, when appropriate, will be stamped on the address side of the parcel. Make sure the city, state, and ZIP Code are on the last line of the address and that no other information appears below it.

For shipment within your local area, apply LOCAL FORCES in bold letters on the lower left corner of the

envelopes or shipping labels. Be sure the consignee's address is entered according to the NAVSUP P-485, the unit's routing identifiers, the *Standard Navy Distribution List* (SNDL), NAVSUPINST 4421.20, and other appropriate directives for repairable.

## SMALL ARMS

Parcels containing unloaded small arms for official use are mailable under conditions specified by postal regulations. Such parcels, when properly packaged and addressed for delivery to military activities or individuals for use in connection with their official duty, are acceptable for mailing when offered by an authorized agent of the federal government. Full information may be obtained from postal authorities. Packages containing small arms, whether mailed or shipped, will bear no external markings indicating the nature of their contents. Small arms forwarded by the U.S. Postal Service will be sent as registered mail, and the registry slip furnished the sender will be attached to the ship's retained original of the DD Form 1348-1. When a receipt copy of the DD Form 1348-1 is returned from the consignee, it also will be filed in the expenditure file with the retained original.

	Limitations						
	Weight		Length & Width		Length & Girth <sup>1</sup>		
Classification	Min.	Max.	Min.	Max.	Min.	Max.	Examples
First-Class (Except Priority Mail)	---	12 oz	3 1/2 × 5in	---	---	---	Letters, reports, supply docs
Priority Mail	12 oz	70 lb	---	---	---	100 in	NORS/ANORS/NFE materials
Second Class	---	70 lb	---	---	---	---	Magazines, other periodicals
Third Class	---	15 oz	3 1/2 × 5 in	---	---	---	Circulars, pamphlets, ID cards
Fourth Class (Including MOM)	16 oz	70 lb	---	---	---	100 in	Non-NORS/ANORS/NFE materials

<sup>1</sup>To compute length and girth: Measure the longest side of the parcel to get the length; measure around the thickest part of the parcel to get the girth; add the length and girth.

Figure 9-1.—Postal service limitations.

## **CLASSIFIED MATERIAL**

Matter classified as Top Secret will be transmitted as prescribed in chapter 8 of the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1. All classified material must remain under U.S. custody and control at all times. Material classified as Secret or Confidential will be transmitted by one of the following means:

1. Registered mail will be used for the transmission of all Secret material, NATO Confidential, and all other Confidential material mailed to an FPO/APO address.
2. Certified mail will be used for the transmission of Confidential addresses to contractor facilities cleared for access to classified information under the DOD Industrial Security Program or to any non-DOD agency of the executive branch.
3. Regular First-Class Mail or priority mail will be used for the transmission of Confidential (other than NATO Confidential) addresses to DOD activities located anywhere in the United States and its territories.

## **NARCOTICS AND OTHER CONTROLLED DRUGS**

The U.S. Postal Service will accept and forward parcels mailed under official postage containing narcotics and drug abuse control items that meet the weight and size limitations. However, each parcel must be consigned as registered mail to the medical officer of the activity to receive the material. The actual value of the shipment will be declared at the time it is tendered to the U.S. Postal Service. In no instance will parcels be so marked as to disclose their contents or value.

## **MILITARY ORDINARY MAIL**

Military ordinary mail (MOM) is a special procedure approved by the U.S. Postal Service for providing air transportation of official fourth-class mail, at a rate that is considerably cheaper than that for priority mail. MOM also may be used for official second- and third-class mail if considered essential to timely delivery. However, MOM only provides air transportation between overseas military post offices (MPOs) and between an overseas MPO and a CONUS gateway terminal (San Francisco, California; Seattle, Washington; New York, New York; or Miami, Florida). Within CONUS and between civil addresses in CONUS, Alaska, and Hawaii, MOM stamped mail is moved by surface transportation. A civil address is any address that does not indicate an FPO or APO number.

## **NAVY FREIGHT**

When material requiring shipment does not qualify for shipment through the mails, it should be forwarded to the supply officer of the nearest shore-based activity for forwarding to its destination. This material must be accompanied by copies of the shipping invoice, either DD Form 1149 or DD Form 1348-1.

If a Navy shore-based activity (or United States naval attaché) is not in the area, you must make the shipment as per official instructions received from the nearest military service command or United States consular.

If, in an emergency, the procedure cannot be followed shipment may be made by a commercial source on a commercial bill of lading. The commercial bill of lading is prepared and furnished by the carrier. Transportation charges are paid by the disbursing officer charging the Navy Management Fund under the open allotment prescribed in the NAVCOMPT Manual, volume 2.

## **DEFENSE TRANSPORTATION SYSTEM**

Freight entering the DTS is controlled on two levels. Freight designated for surface movement to overseas locations is controlled by the Military Traffic Management Command (MTMC), the single traffic manager for CONUS land transportation, and its subordinate field offices in conjunction with the Military Sealift Command (MSC), the single traffic manager for ocean transportation. Air eligible freight is controlled by the military services through their individual air clearance authorities that work closely with the Military Airlift Command (MAC), the single traffic manager for air transportation, and the Military Air Transportation Coordinating Offices/Units (MATCOs/MATCUs) who are administratively assigned to MTMC and represent the individual services interest at MAC aerial ports.

### **Documentation Required**

Except for shipments moving in QUICKTRANS, CONUS shipments generally move by a commercial carrier on a government bill of lading/civilian bill of lading (GBL/CBL) and do not use a Transportation Control and Movement Document (TCMD), DD Form 1384. Shipments originating from an overseas point move on a TCMD in the DTS.

The Information is Located in Card Column (CC)/Block of 1348-1	Provide the Data Elements to:	Completed 1384 TCMD Blocks	For Cargo Described As:																							
			General		Hazardous																					
CC 1-3	Document Identifier	1	TX1		TJ1																					
Block A	Consignor	3	UIC (Hull Number Optional) UIC (Hull Number Optional)																							
Block X	Commodity and Special Handling-Air	4	AZ-Supplies & Equipment for Aircraft NZ-Ships Parts HZ-Electrical Items	AD-Supplies & Equipment for Aircraft-Hazardous ND-Ships Parts-Hazardous HD-Electrical Items-Hazardous																						
Block X	Water	4	Provide Commodity Description																							
Blocks DD & EE	Air Dimension	5	A-Unless any piece exceeds 72" length, width or height Z-If any dimension (LxWxH) exceeds 72". Dimensions also must be shown in trailer information if greater than 72".																							
CC 27	Mode	8	See Appendix 5																							
Block 2	Type Pack	9	CT-Carton CO-Container	PC-Piece BX-Box	DB-Duffle Bag FK-Foot Locker																					
CC-14	Transportation Control Number	10	See paragraph 7013 for MILSTRIP constructed TCN requirements.																							
Block B	Consignee	11	UIC (name, hull number and address optional)																							
CC 60-61	Transportation Priority	12	For TCMD convert IPD, MPD as follows: IPD 01-03/MPD 03-TPI, IPD 04-08/MPD 06-TP2, IPD 09-15/MPD 13 will move as surface lift TP3																							
CC 62-64	Required Delivery	13	Construct/Assign IAW Chapter 3, Par. 3050 or leave blank																							
CC 57-59	Project Code	14	Assign IAW Appendix 6 if applicable or leave blank																							
Block 12	Date Shipped	15	The date you actually ship the material (See Appendix 23)																							
Not Applicable	Estimated Time of Arrival (ETA)	16	Enter the number of days required to move your shipment to the MAC POE (if known)																							
Block U	TAC	17	<table><tr><th>COG</th><th>TAC</th><th>DESCRIPTION</th></tr><tr><td>IR</td><td>N501</td><td>Aeronautical, Photographic and Meteorological Material (Repairables)</td></tr><tr><td>2Z</td><td>N528</td><td>Shore (ground) and shipboard electronic equipment</td></tr><tr><td>4R</td><td>N502</td><td>Catapult and Arresting Gear</td></tr><tr><td>6R</td><td>N503</td><td>Aeronautical Ground Support Equipment</td></tr><tr><td>7E, 7G, 7H, 7R and 7Z</td><td></td><td>DLR/AVDLR</td></tr><tr><td></td><td>N662</td><td>Urine Samples</td></tr></table>			COG	TAC	DESCRIPTION	IR	N501	Aeronautical, Photographic and Meteorological Material (Repairables)	2Z	N528	Shore (ground) and shipboard electronic equipment	4R	N502	Catapult and Arresting Gear	6R	N503	Aeronautical Ground Support Equipment	7E, 7G, 7H, 7R and 7Z		DLR/AVDLR		N662	Urine Samples
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	N662	Urine Samples																								
Blocks FF and GG	Piece	22	Total Number of Pieces in Shipment																							
Blocks FF and GG	Weight	23	Total Weight (in pounds) of Shipment																							
Blocks FF and GG	Cube	24	Total Cube (in cubic feet) of Shipment																							
Blocks AA - CC - DD and EE	Trailer Information	32-34																								

Figure 9-2.—Transportation data elements decision table.

When the decision is made that an item must be shipped rather than mailed, certain procedures must be followed in preparing transportation documentation. Most of the data elements needed to prepare transportation documentation are available from supply documentation. Extensive information on DTS shipping paper work may be found in the *Military Standard Transportation and Movement Procedures* (MILSTAMP) Manual, DOD 4500.32R, but this manual is not normally available to ships. The DD Form 1384 is normally used to ship material in the DTS. When the DD Form 1384 is not available, ships can use a DD Form 1348-1 including essential transportation data. This form must then be turned in to the fleet unit designated to handle transshipment to its final destination. If you want your shipment to bypass supply and it is correctly documented (must have a DD Form 1384), it may be directly placed into transportation by obtaining a clearance from the nearest airlift clearance authority (ACA). Even so, the DD Form 1348-1 or the DD Form 1149 is used as the primary source document. To easily prepare a DD Form 1384, you should use the decision table in figure 9-2 to cross-reference the information

## HAZARDOUS MATERIAL

Hazardous material refers to any material (specified by the Department of Transportation, Federal Aviation Agency, United States Coast Guard, or other federal or military agency) that under conditions incident to transportation is liable to cause fires, create serious damage by chemical action, or create a serious transportation hazard. It includes material classified as explosive, flammable, corrosive, combustible, oxidizing, poisonous, compressed gas, toxic, and radioactive.

## Certification for Hazardous Material

Federal regulations require that hazardous shipments be certified for shipment by your ship. You can have an SK certified by having him or her graduate from an appropriate DOD hazardous shipment course. Due to potential risk of legal liability to your ship, it is recommended that you turn in hazardous material to an ashore activity for shipment as soon as possible.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC IDENT		RI FROM		M TO		STOCK NUMBER										QUANTITY		DOCUMENT NUMBER										SUPPLY CENTER		ADDITIONAL		FUNCTION		DISTRIBUTION		PROJECT		PRIORITY		REG'D DATE		ADVISE		UNIT PRICE		DOLLARS		CTS.																															
BC1						5960 00 6818036										EA 00001		V03367 3359 4778										RXX								7N 715 03						AE 6000000																																					
SHIPPED FROM V03367 USS J. F. KENNEDY (CV-67)																									SHIP TO N00189 NAVAL SUPPLY CENTER NORFOLK, VA. 23512																									MARK FOR PROJECT										TOTAL PRICE DOLLARS CTS.																			
WAREHOUSE LOCATION										TYPE OF CARD		UNIT PACK		UNIT WEIGHT		UNIT CUBE		U F C		NMFC		FREIGHT RATE										DOCUMENT DATE		WAT COND		QUANTITY																																											
										G		H		I		J		K		L 61700		M										N		O		P		Q		R		S																																					
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)																									FREIGHT CLASSIFICATION NOMENCLATURE TAC N504																																																						
AIR DIMS: A *																									ELECTRONIC INSTRUMENT, ELECTRON TUBE																									MAGNETIC HD *																													
SELECTED BY AND DATE																									TYPE OF CONTAINER(S) CT										TOTAL WEIGHT 75										RECEIVED BY AND DATE <i>R. Evans 4/6/53</i>										INSPECTED BY AND DATE																								
PACKED BY AND DATE																									NO. OF CONTAINERS 1										TOTAL CUBE 4										WAREHOUSED BY AND DATE										WAREHOUSE LOCATION APOD-NGU (IF KNOWN)																								
REMARKS:																																			REDSTRIPED REPAIRABLE																																												
FIRST DESTINATION ADDRESS																									DATE SHIPPED 4063										APPROVED FOR TRANSFER:										<i>I. M. Simple</i> I. M. SIMPLE, LT, SC, USN																																		
TRANSPORTATION CHARGEABLE TO LSGP-28																									FLASH POINT										(IF APPLICABLE) *																																												
DD FORM 1348-1 S/N 0102-LF-013-1040																									1 MAR 74										EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED										DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT																																		

**Figure 9-3.—Basic information required on a DD 1348-1 to complete a DD Form 1384 (TCMD).**

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT															PAGE NO.	
1. DOC NO		2. CONTAINER		3. COMMODITY		4. ORIGIN		5. DESTINATION		6. DATE		7. TIME		8. CODE		
TJ1		USS J. F. KENNEDY (CV-67)		ELECTRON TUBE-MAGNETIC		A		PROVIDED BY THE ACA		PROVIDED BY THE ACA		17 TO ACC		N522		
9		CT		V03367 3359 4778 ROK		11 COMMODITY NO 00189		12 DATE		13 TIME		14 DATE		15 TIME		
16. CARRIER		17. FLIGHT INVOICE NO		18. DATE		19. TIME		20. DATE		21. TIME		22. DATE		23. TIME		
24. TRANSHIP POINT (1)		25. DATE REC		26. DATE		27. DATE		28. DATE		29. DATE		30. DATE		31. DATE		
24A. TRANSHIP POINT (2)		25A. DATE REC		26A. DATE		27A. DATE		28A. DATE		29A. DATE		30A. DATE		31A. DATE		
24B. TRANSHIP POINT (3)		25B. DATE REC		26B. DATE		27B. DATE		28B. DATE		29B. DATE		30B. DATE		31B. DATE		
24C. TRANSHIP POINT (4)		25C. DATE REC		26C. DATE		27C. DATE		28C. DATE		29C. DATE		30C. DATE		31C. DATE		
24D. TRANSHIP POINT (5)		25D. DATE REC		26D. DATE		27D. DATE		28D. DATE		29D. DATE		30D. DATE		31D. DATE		
24E. TRANSHIP POINT (6)		25E. DATE REC		26E. DATE		27E. DATE		28E. DATE		29E. DATE		30E. DATE		31E. DATE		
24F. TRANSHIP POINT (7)		25F. DATE REC		26F. DATE		27F. DATE		28F. DATE		29F. DATE		30F. DATE		31F. DATE		
24G. TRANSHIP POINT (8)		25G. DATE REC		26G. DATE		27G. DATE		28G. DATE		29G. DATE		30G. DATE		31G. DATE		
24H. TRANSHIP POINT (9)		25H. DATE REC		26H. DATE		27H. DATE		28H. DATE		29H. DATE		30H. DATE		31H. DATE		
24I. TRANSHIP POINT (10)		25I. DATE REC		26I. DATE		27I. DATE		28I. DATE		29I. DATE		30I. DATE		31I. DATE		
24J. TRANSHIP POINT (11)		25J. DATE REC		26J. DATE		27J. DATE		28J. DATE		29J. DATE		30J. DATE		31J. DATE		
24K. TRANSHIP POINT (12)		25K. DATE REC		26K. DATE		27K. DATE		28K. DATE		29K. DATE		30K. DATE		31K. DATE		
24L. TRANSHIP POINT (13)		25L. DATE REC		26L. DATE		27L. DATE		28L. DATE		29L. DATE		30L. DATE		31L. DATE		
24M. TRANSHIP POINT (14)		25M. DATE REC		26M. DATE		27M. DATE		28M. DATE		29M. DATE		30M. DATE		31M. DATE		
24N. TRANSHIP POINT (15)		25N. DATE REC		26N. DATE		27N. DATE		28N. DATE		29N. DATE		30N. DATE		31N. DATE		
24O. TRANSHIP POINT (16)		25O. DATE REC		26O. DATE		27O. DATE		28O. DATE		29O. DATE		30O. DATE		31O. DATE		
24P. TRANSHIP POINT (17)		25P. DATE REC		26P. DATE		27P. DATE		28P. DATE		29P. DATE		30P. DATE		31P. DATE		
24Q. TRANSHIP POINT (18)		25Q. DATE REC		26Q. DATE		27Q. DATE		28Q. DATE		29Q. DATE		30Q. DATE		31Q. DATE		
24R. TRANSHIP POINT (19)		25R. DATE REC		26R. DATE		27R. DATE		28R. DATE		29R. DATE		30R. DATE		31R. DATE		
24S. TRANSHIP POINT (20)		25S. DATE REC		26S. DATE		27S. DATE		28S. DATE		29S. DATE		30S. DATE		31S. DATE		
24T. TRANSHIP POINT (21)		25T. DATE REC		26T. DATE		27T. DATE		28T. DATE		29T. DATE		30T. DATE		31T. DATE		
24U. TRANSHIP POINT (22)		25U. DATE REC		26U. DATE		27U. DATE		28U. DATE		29U. DATE		30U. DATE		31U. DATE		
24V. TRANSHIP POINT (23)		25V. DATE REC		26V. DATE		27V. DATE		28V. DATE		29V. DATE		30V. DATE		31V. DATE		
24W. TRANSHIP POINT (24)		25W. DATE REC		26W. DATE		27W. DATE		28W. DATE		29W. DATE		30W. DATE		31W. DATE		
24X. TRANSHIP POINT (25)		25X. DATE REC		26X. DATE		27X. DATE		28X. DATE		29X. DATE		30X. DATE		31X. DATE		
24Y. TRANSHIP POINT (26)		25Y. DATE REC		26Y. DATE		27Y. DATE		28Y. DATE		29Y. DATE		30Y. DATE		31Y. DATE		
24Z. TRANSHIP POINT (27)		25Z. DATE REC		26Z. DATE		27Z. DATE		28Z. DATE		29Z. DATE		30Z. DATE		31Z. DATE		
24AA. TRANSHIP POINT (28)		25AA. DATE REC		26AA. DATE		27AA. DATE		28AA. DATE		29AA. DATE		30AA. DATE		31AA. DATE		
24AB. TRANSHIP POINT (29)		25AB. DATE REC		26AB. DATE		27AB. DATE		28AB. DATE		29AB. DATE		30AB. DATE		31AB. DATE		
24AC. TRANSHIP POINT (30)		25AC. DATE REC		26AC. DATE		27AC. DATE		28AC. DATE		29AC. DATE		30AC. DATE		31AC. DATE		
24AD. TRANSHIP POINT (31)		25AD. DATE REC		26AD. DATE		27AD. DATE		28AD. DATE		29AD. DATE		30AD. DATE		31AD. DATE		
24AE. TRANSHIP POINT (32)		25AE. DATE REC		26AE. DATE		27AE. DATE		28AE. DATE		29AE. DATE		30AE. DATE		31AE. DATE		
24AF. TRANSHIP POINT (33)		25AF. DATE REC		26AF. DATE		27AF. DATE		28AF. DATE		29AF. DATE		30AF. DATE		31AF. DATE		
24AG. TRANSHIP POINT (34)		25AG. DATE REC		26AG. DATE		27AG. DATE		28AG. DATE		29AG. DATE		30AG. DATE		31AG. DATE		
24AH. TRANSHIP POINT (35)		25AH. DATE REC		26AH. DATE		27AH. DATE		28AH. DATE		29AH. DATE		30AH. DATE		31AH. DATE		
24AI. TRANSHIP POINT (36)		25AI. DATE REC		26AI. DATE		27AI. DATE		28AI. DATE		29AI. DATE		30AI. DATE		31AI. DATE		
24AJ. TRANSHIP POINT (37)		25AJ. DATE REC		26AJ. DATE		27AJ. DATE		28AJ. DATE		29AJ. DATE		30AJ. DATE		31AJ. DATE		
24AK. TRANSHIP POINT (38)		25AK. DATE REC		26AK. DATE		27AK. DATE		28AK. DATE		29AK. DATE		30AK. DATE		31AK. DATE		
24AL. TRANSHIP POINT (39)		25AL. DATE REC		26AL. DATE		27AL. DATE		28AL. DATE		29AL. DATE		30AL. DATE		31AL. DATE		
24AM. TRANSHIP POINT (40)		25AM. DATE REC		26AM. DATE		27AM. DATE		28AM. DATE		29AM. DATE		30AM. DATE		31AM. DATE		
24AN. TRANSHIP POINT (41)		25AN. DATE REC		26AN. DATE		27AN. DATE		28AN. DATE		29AN. DATE		30AN. DATE		31AN. DATE		
24AO. TRANSHIP POINT (42)		25AO. DATE REC		26AO. DATE		27AO. DATE		28AO. DATE		29AO. DATE		30AO. DATE		31AO. DATE		
24AP. TRANSHIP POINT (43)		25AP. DATE REC		26AP. DATE		27AP. DATE		28AP. DATE		29AP. DATE		30AP. DATE		31AP. DATE		
24AQ. TRANSHIP POINT (44)		25AQ. DATE REC		26AQ. DATE		27AQ. DATE		28AQ. DATE		29AQ. DATE		30AQ. DATE		31AQ. DATE		
24AR. TRANSHIP POINT (45)		25AR. DATE REC		26AR. DATE		27AR. DATE		28AR. DATE		29AR. DATE		30AR. DATE		31AR. DATE		
24AS. TRANSHIP POINT (46)		25AS. DATE REC		26AS. DATE		27AS. DATE		28AS. DATE		29AS. DATE		30AS. DATE		31AS. DATE		
24AT. TRANSHIP POINT (47)		25AT. DATE REC		26AT. DATE		27AT. DATE		28AT. DATE		29AT. DATE		30AT. DATE		31AT. DATE		
24AU. TRANSHIP POINT (48)		25AU. DATE REC		26AU. DATE		27AU. DATE		28AU. DATE		29AU. DATE		30AU. DATE		31AU. DATE		
24AV. TRANSHIP POINT (49)		25AV. DATE REC		26AV. DATE		27AV. DATE		28AV. DATE		29AV. DATE		30AV. DATE		31AV. DATE		
24AW. TRANSHIP POINT (50)		25AW. DATE REC		26AW. DATE		27AW. DATE		28AW. DATE		29AW. DATE		30AW. DATE		31AW. DATE		
24AX. TRANSHIP POINT (51)		25AX. DATE REC		26AX. DATE		27AX. DATE		28AX. DATE		29AX. DATE		30AX. DATE		31AX. DATE		
24AY. TRANSHIP POINT (52)		25AY. DATE REC		26AY. DATE		27AY. DATE		28AY. DATE		29AY. DATE		30AY. DATE		31AY. DATE		
24AZ. TRANSHIP POINT (53)		25AZ. DATE REC		26AZ. DATE		27AZ. DATE		28AZ. DATE		29AZ. DATE		30AZ. DATE		31AZ. DATE		
24BA. TRANSHIP POINT (54)		25BA. DATE REC		26BA. DATE		27BA. DATE		28BA. DATE		29BA. DATE		30BA. DATE		31BA. DATE		
24BB. TRANSHIP POINT (55)		25BB. DATE REC		26BB. DATE		27BB. DATE		28BB. DATE		29BB. DATE		30BB. DATE		31BB. DATE		
24BC. TRANSHIP POINT (56)		25BC. DATE REC		26BC. DATE		27BC. DATE		28BC. DATE		29BC. DATE		30BC. DATE		31BC. DATE		
24BD. TRANSHIP POINT (57)		25BD. DATE REC		26BD. DATE		27BD. DATE		28BD. DATE		29BD. DATE		30BD. DATE		31BD. DATE		
24BE. TRANSHIP POINT (58)		25BE. DATE REC		26BE. DATE		27BE. DATE		28BE. DATE		29BE. DATE		30BE. DATE		31BE. DATE		
24BF. TRANSHIP POINT (59)		25BF. DATE REC		26BF. DATE		27BF. DATE		28BF. DATE		29BF. DATE		30BF. DATE		31BF. DATE		
24BG. TRANSHIP POINT (60)		25BG. DATE REC		26BG. DATE		27BG. DATE		28BG. DATE		29BG. DATE		30BG. DATE		31BG. DATE		
24BH. TRANSHIP POINT (61)		25BH. DATE REC		26BH. DATE		27BH. DATE		28BH. DATE		29BH. DATE		30BH. DATE		31BH. DATE		
24BI. TRANSHIP POINT (62)		25BI. DATE REC		26BI. DATE		27BI. DATE		28BI. DATE		29BI. DATE		30BI. DATE		31BI. DATE		
24BJ. TRANSHIP POINT (63)		25BJ. DATE REC		26BJ. DATE		27BJ. DATE		28BJ. DATE		29BJ. DATE		30BJ. DATE		31BJ. DATE		
24BK. TRANSHIP POINT (64)		25BK. DATE REC		26BK. DATE		27BK. DATE		28BK. DATE		29BK. DATE		30BK. DATE		31BK. DATE		
24BL. TRANSHIP POINT (65)		25BL. DATE REC		26BL. DATE		27BL. DATE		28BL. DATE		29BL. DATE		30BL. DATE		31BL. DATE		
24BM. TRANSHIP POINT (66)		25BM. DATE REC		26BM. DATE		27BM. DATE		28BM. DATE		29BM. DATE		30BM. DATE		31BM. DATE		
24BN. TRANSHIP POINT (67)		25BN. DATE REC		26BN. DATE		27BN. DATE		28BN. DATE		29BN. DATE		30BN. DATE		31BN. DATE		
24BO. TRANSHIP POINT (68)		25BO. DATE REC		26BO. DATE		27BO. DATE		28BO. DATE		29BO. DATE		30BO. DATE		31BO. DATE		
24BP. TRANSHIP POINT (69)		25BP. DATE REC		26BP. DATE		27BP. DATE		28BP. DATE		29BP. DATE		30BP. DATE		31BP. DATE		
24BQ. TRANSHIP POINT (70)		25BQ. DATE REC		26BQ. DATE		27BQ. DATE		28BQ. DATE		29BQ. DATE		30BQ. DATE		31BQ. DATE		
24BR. TRANSHIP POINT (71)		25BR. DATE REC		26BR. DATE		27BR. DATE		28BR. DATE		29BR. DATE		30BR. DATE		31BR. DATE		
24BS. TRANSHIP POINT (72)		25BS. DATE REC		26BS. DATE		27BS. DATE		28BS. DATE		29BS. DATE		30BS. DATE		31BS. DATE		
24BT. TRANSHIP POINT (73)		25BT. DATE REC		26BT. DATE		27BT. DATE		28BT. DATE		29BT. DATE		30BT. DATE		31BT. DATE		
24BU. TRANSHIP POINT (74)		25BU. DATE REC		26BU. DATE		27BU. DATE		28BU. DATE		29BU. DATE		30BU. DATE		31BU. DATE		
24BV. TRANSHIP POINT (75)		25BV. DATE REC		26BV. DATE		27BV. DATE		28BV. DATE		29BV. DATE		30BV. DATE		31BV. DATE		
24BW. TRANSHIP POINT (76)		25BW. DATE REC		26BW. DATE		27BW. DATE		28BW. DATE		29BW. DATE		30BW. DATE		31BW. DATE		
24BX. TRANSHIP POINT (77)		25BX. DATE REC		26BX. DATE		27BX. DATE		28BX. DATE		29BX. DATE		30BX. DATE		31BX. DATE		
24BY. TRANSHIP POINT (78)		25BY. DATE REC		26BY. DATE		27BY. DATE		28BY. DATE		29BY. DATE		30BY. DATE		31BY. DATE		
24BZ. TRANSHIP POINT (79)		25BZ. DATE REC		26BZ. DATE		27BZ. DATE		28BZ. DATE		29BZ. DATE		30BZ. DATE		31BZ. DATE		
24CA. TRANSHIP POINT (80)		25CA. DATE REC		26CA. DATE		27CA. DATE		28CA. DATE		29CA. DATE		30CA. DATE		31CA. DATE		
24CB. TRANSHIP POINT (81)		25CB. DATE REC		26CB. DATE		27CB. DATE		28CB. DATE		29CB. DATE		30CB. DATE		31CB. DATE		
24CC. TRANSHIP POINT (82)		25CC. DATE REC		26CC. DATE		27CC. DATE		28CC. DATE		29CC. DATE		30CC. DATE		31CC. DATE		
24CD. TRANSHIP POINT (83)		25CD. DATE REC		26CD. DATE		27CD. DATE		28CD. DATE		29CD. DATE		30CD. DATE		31CD. DATE		
24CE. TRANSHIP POINT (84)		25CE. DATE REC		26CE. DATE		27CE. DATE		28CE. DATE		29CE. DATE		30CE. DATE		31CE. DATE		
24CF. TRANSHIP POINT (85)		25CF. DATE REC		26CF. DATE		27CF. DATE		28CF. DATE		29CF. DATE		30CF. DATE		31CF. DATE		
24CG. TRANSHIP POINT (86)		25CG. DATE REC		26CG. DATE		27CG. DATE		28CG. DATE		29CG. DATE		30CG. DATE		31CG. DATE		
24CH. TRANSHIP POINT (87)		25CH. DATE REC		26CH. DATE		27CH. DATE		28CH. DATE		29CH. DATE		30CH. DATE		31CH. DATE		
24CI. TRANSHIP POINT (88)		25CI. DATE REC		26CI. DATE		27CI. DATE		28CI. DATE		29CI. DATE		30CI. DATE		31CI. DATE		
24CJ. TRANSHIP POINT (89)		25CJ. DATE REC		26CJ. DATE		27CJ. DATE		28CJ. DATE		29CJ. DATE		30CJ. DATE		31CJ. DATE		
24CK. TRANSHIP POINT (90)		25CK. DATE REC		26CK. DATE		27CK. DATE		28CK. DATE		29CK. DATE		30CK. DATE		31CK. DATE		
24CL. TRANSHIP POINT (91)		25CL. DATE REC		26CL. DATE		27CL. DATE		28CL. DATE		29CL. DATE		30CL. DATE		31CL. DATE		
24CM. TRANSHIP POINT (92)		25CM. DATE REC		26CM. DATE		27CM. DATE		28CM. DATE		29CM. DATE		30CM. DATE		31CM. DATE		
24CN. TRANSHIP POINT (93)		25CN. DATE REC		26CN. DATE		27CN. DATE		28CN. DATE		29CN. DATE		30CN. DATE		31CN. DATE		
24CO. TRANSHIP POINT (94)		25CO. DATE REC		26CO. DATE		27CO. DATE		28CO. DATE		29CO. DATE		30CO. DATE		31CO. DATE		
24CP. TRANSHIP POINT (95)		25CP. DATE REC		26CP. DATE		27CP. DATE		28CP.								

## **Packing of Hazardous Material**

Packaging of hazardous materials is a specified procedure. Close adherence to required instructions, publications, and manuals is required. You can get assistance from packaging and transportation personnel at supporting activities, if available. All hazardous material should be accompanied with a DD Form 1348-1 indicating that the material is dangerous and can require further packaging. DODINST 6050.5LR identifies hazardous materials and explains the preparation of shipping documents.

## **Magnetic Material Shipments by Air**

Certain types of cognizance symbol N material, such as magnetrons, require magnetic shielding before air shipment. Refer to the NAVSUP P-484 for basic instructions; then, obtain assistance from the ashore supporting activity. See figures 9-3 and 9-4 for examples of completed hazardous material paperwork

## **AIRLIFT SHIPMENT**

Airlift shipments are controlled by the ACA. The ACAs control all movement of air eligible materials. All shipments originating overseas are moved either by commercial air when weighing over 150 pounds or by the MAC. Such shipments must be cleared and routed by the MAC or the respective commercial airline, regardless of the weight. They must also be cleared and routed by the Navy Material Transportation Office (NAVMTO), Norfolk, Virginia. The ACAs are geographically located throughout the world, mainly at major naval installations and within CONUS at NAVMTO, Norfolk, Virginia. The ACAs can challenge all shipments based on certain criteria that are discussed later in this chapter.

## **AIRLIFT CLEARANCE PROCEDURES**

Obtaining a clearance and routing from an ACA is accomplished by submitting, either by telephone or message, the complete information on a TCMD to the appropriate ACA before shipping. The shipper can release the shipment identified in the advanced TCMD if the ACA does not challenge the shipment by the coded hour and day indicated in block 15 of the TCMD. If the shipment is challenged, the ACA can advise you when to release the shipment and the method of transportation to be used, whether air or surface.

## **AIRLIFT CHALLENGE**

The basic concept of the challenge program is to question you at the time material is available for shipment as to whether air transportation or surface shipment can best meet your requirements. The objective of the program is to make sure the needs of your ship are met while reducing the expenditures of transportation funds. You can receive a challenge message on high-priority material. If so, a rapid response to the message can make sure of rapid movement of your requisitioned cargo.

Except when otherwise exempt, all shipments of Navy funded and sponsored material offered for airlift are subject to challenge. The ACA can challenge the requirement to airlift certain cargo based on any of the following criteria:

- Weight exceeds 300 pounds.
- The shipment volume exceeds 24 cubic feet.
- The requisition date is more than 90 days old.
- Transportation charges are more than \$7,500.

Certain types of shipments are exempt from previously mentioned challenges based on any of the following material conditions:

- The RDD is 999.
- Certain types of CASREP.
- NMCS, ANMCS, and PMCS (CASREP).
- TP1/TP2 retrograde repairable.

All air shipment challenges for submarine force units can be addressed to the monitoring activity identified by the first character of the distribution code.

## **SPECIAL HANDLING OF MATERIAL**

During the clearance process, you can advise the ACA of shipments that can fall into several different categories. Some of these categories are listed as follows:

1. Shipments that require expediting (greensheet action). Greensheet is a procedure where specifically identified cargo in the MAC system can gain movement precedence over other priority cargo, including 999 shipments. Any request for this service is closely screened and should be kept to a minimum.

2. Shipments that are accompanied by couriers or monitors.

3. Shipments that require special handling; for example, environmental control, hand-to-hand receipt, and hazardous and dangerous cargo to name just a few.

Extreme care should be used to make sure proper consignment and routing instructions are used for shipments consigned to ships and mobile units as their addresses are not normally stationary.

### TRACING OF MATERIAL

Tracing requests for your material should be directed to NAVMTO, Norfolk, Virginia. Tracing is the method used to determine the status of an item in the transportation system. These procedures can be located in the MILSTAMP Manual. The DTS tracing procedures enable you to go directly from the supply

pipeline into the transportation pipeline to trace a shipment. You can do this after the mode of shipment status is received from the shipping activity. Before initiating a tracer, you should make sure of the following:

1. The normal transit time or specified RDD has elapsed and undue delay has occurred.

2. Data necessary to initiate tracer action has been received. Your tracer request with document identifier code TM1 must be forwarded, based on shipment origin, to the appropriate activities shown in the NAVSUP P-485.

You can use a Priority Message, DD Form 173, or a punch card to initiate tracer action. Examples of these formats can be seen in figures 9-5 and 9-6. An example of a reply to the tracer request is given in figure 9-7. To

FROM:	TRACING ACTIVITY
TO:	WTAC/ACA
UNCLAS	
SUBJ:	MILSTAMP TRACER
TM1/A251AY/123/0000/3DS/0000/AK4702/AK470293266016XXX/ E3566/000/JFI/0000000000000000/AK4702/000/&	
INSTRUCTIONS:	
1. Indicate TC (Tape to Card) in the LMF block at the top of the form. The message subject is MILSTAMP TRACER or DIVERSION, etc., as appropriate.	
2. Each card format must consist of two (2) message lines. Line 1 (punch card columns 146) must end with card column 46, the last position of the TCN, and a slash mark (/). Line 2 (card columns 4780) must end with an ampersand (&).	
3. A slash mark (/) must be used to separate each field of data. When a field is blank, use an appropriate number of zeros (0) to fill the space.	
4. Normal communications end of line functions will be used. In addition an ampersand (&) must be punched as the first position of each new teletype page.	

Figure 9-5.—MILSTAMP Tracer Action, DD Form 173/2.



	80		
	79		
	78		
CONSIGNEE	76	ENTER UIC OF ACTIVITY	
	75	RECEIVING SHIPMENT	
	74		
	73		
	72		
	71		
	70		
	69		
	68		
	67		
	66		
	65		
	64		
	63		
	62		
	61		
	60		
	59		
POD/APOD	57	ENTER THE AIR TERMINAL OR	
	56	WATER PORT IDENTIFIER CODE	
	55		
	54		
	53		
	52		
	51		
FLIGHT OR VOYAGE	50	IF UNKNOWN, LEAVE BLANK	
NUMBER	49		
	48		
	47		
	46		
	45		
	44		
	43		
	42		
	41		
	40		
TRANSPORTATION	39	ENTER SHIPMENT TCN FROM	
CONTROL NUMBER	38	SHIPMENT STATUS CARD	
(TCN)	37		
	36		
	35		
	34		
	33		
	32		
	31		
	30		
	29		
TRACING	28		
ACTIVITY	27	ENTER YOUR UIC	
DODAAC	26		
	25		
	24		
	23		
	22		
	21		
	20		
POE/APOE	19	OBTAIN FROM MILSTRIP	
	18	SHIPMENT STATUS OR OTHER	
	17	STATUS	
	16		
	15		
	14		
	13		
	12		
	11	ENTER THREE POSITION	
	10	CODE INDICATING DATE	
CONSIGNOR	09	SHIPMENT LEFT CONSIGNOR	
DODAAC	08		
	07	IF UNKNOWN, LEAVE BLANK	
	06		
	05		
	04		
	03		
DOC IDENTIFIER	02	ENTER TMI	
	01		

Figure 9-6.—Punch card tracer action.

locate your air shipment you use the selected air terminal identifier codes chart located in the NAVSUP P-485.

## PERSONAL EFFECTS AND UNACCOMPANIED BAGGAGE

When you receive personal effects from inventory boards, you are responsible for the custody, storage, security, shipment, and disposition of personal effects,

including maintenance of adequate records. Personal effects include property belonging to absentees, deserters, legal next of kin of missing or deceased personnel, persons declared to be mentally or physically incapacitated and persons transferred under orders. Unaccompanied shipment of personal effects originating from you while deployed at an overseas location should have copies of the individual's orders and a proper customs certification attached.

## PAPER WORK FOR PERSONAL EFFECTS

AU inventories of personal effects should be listed on an Inventory of Personal Effects, NAVSUP Form 29. A minimum of an original and five copies must be prepared. Information that cannot be included in the spaces provided should be put on continuation sheets of white bond paper. Additional copies of the NAVSUP Form 29 as required can be prepared and used for official purposes when certified by the commanding officer as a true copy. The original and all copies must be signed by both the members of the inventory board and the convening authority before the delivery process begins.

The inventory board should complete the section list of personal effects on the reverse of the NAVSUP Form 29. You will record on the reverse of the form the disposition of the personal effects that have not been returned to the owner or transferred to another activity.

## DISPOSITION OF PERSONAL EFFECTS

Lost, abandoned, or unclaimed personal effects must be returned to the owner. When the owner cannot be located, forward the effects to the next of kin, heir, or legal representative when such a person can be determined and located. Upon disposition of the personal effects you must prepare the necessary paper work. For personnel who are absentees or deserters, their effect are handled in a different manner.

## Invoice Processing

When personal effects are transferred to another naval activity or shipped directly to the owner or next of kin, you must prepare a DD Form 1149 to document the transaction. You must assign an expenditure number to the document. When shipping the material from your ship, you must keep a copy of the postal receipt with a retained copy of the DD Form 1149.

In the interim period, before shipping any personal effects to other activities, any money or other negotiable

FROM: WTCA/ACA

TO: TRACING ACTIVITY

UNCLAS

SUBJ: MILSTAMP TRACER REPLY

TMJ/AK470293266016XXX/161/3DK/P1020/SA3/164/AK4702

The above illustrated message contains the DIC and data elements applicable to the following reply format:

	(A) POE /(A) POD Day Received	Flight or	(A) POE/ POD Day Shipped	BBP or
DIC/	TCN	/ETA or XXX/(A)POE/Voyage/(A)POD/	or ETD	/Consignee
TMJ/AK470290266016XXX/	161	/ 3DK /P1020/SA3	/ 164	/AK4702

Figure 9-7.—MILSTAMP tracer reply.

items that are found must be turned over to the disbursing officer for safekeeping. When shipping personal effects money in excess of \$1, you should have a government check made out for that amount. The check will be mailed by registered mail. Any money that comes to \$1 or less can be packed and shipped with the personal effects. If the individual has any foreign currency over the amount of \$5, it must be converted into U.S. currency if possible.

#### Effects of Absentees and Deserters

Any shipment of lost or abandoned personal effects to the owner or next of kin at public expense is not authorized. If your command has determined that the individual has committed an offense or breach of discipline, you can ship the personal effects to the individual or next of kin at no expense to the government. (Absentees or deserters are included in this category.) If you do ship the effects under such circumstances, the owner or next of kin will pay for the shipment upon receipt of the effects. To do this you must have received a written request or claim. Nonetheless, you must retain the personal effects abandoned by absentees and deserters for 181 days. At the expiration of 181 days you can ship the effects to the distribution center at Cheatham Annex, Naval Supply Center, Norfolk, or the Naval Supply Center, Oakland. You will then find out the cost of the shipment and give this information to the supply officer. He or she must then prepare a Pay Adjustment Authorization, DD Form 139,

against the pay record of that individual. A notation of the pay adjustment, and to whom forwarded, should be entered on the original and all copies of the shipping document. The DD Form 139, with all necessary information, will be forwarded to the disbursing officer having custody of the pay record. You must also mail a copy of the DD Form 139 to the Navy Regional Finance Center, Washington, DC.

You can transfer personal effects of absentees or deserters sooner than 181 days if you meet any one of these conditions:

- When adequate space and security are not available
- Before departure on an extended cruise
- Before leaving from naval activities ashore outside the United States including Alaska and Hawaii

You must forward a copy of the NAVSUP Form 29 with a letter of transmittal to the Commander Naval Military Personnel Command indicating the name of the ashore activity to which the personal effects were delivered.

#### OCEAN SHIPMENTS

Because of the amount of cargo involved and the time between the loading of cargo and its discharge, additional documents for ocean shipments are required.

These documents are further required to notify the receiving point that cargo is being shipped so as to facilitate the unloading process. They are also used by the receiving point to advise the shipping point of the receipt of cargo and its condition upon receipt.

## OCEAN CARGO MANIFEST

An ocean cargo manifest is required from each leading terminal for each port of discharge, except when vessels are scheduled to load at more than one CONUS terminal before arrival at the first overseas port of debarkation (POD). In such cases, the water terminal clearance authorities (WTCAs) responsible for the CONVUS ports of entry (POEs) accumulate complete manifest data from each loading activity and forward a consolidated manifest to each POD concerned upon completion of the loading at the last CONUS POE. When cargo is loaded at CONUS POEs that are under the control of more than one WTCA, each CONUS WTCA assembles and forwards a consolidated manifest appropriate for its area of responsibility to the overseas PODs concerned. The manifest must contain a detailed listing of all shipment units loaded by each POE,

including appropriate trailer and supplemental data, and the actual storage location aboard the vessel.

Figure 9-8 is an example of an ocean cargo manifest. Detailed instructions for completing the ocean cargo manifest are contained in chapter 5 of the MILSTAMP Manual.

## OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY

The Ocean Cargo Manifest Recapitulation or Summary, DD Form 1386, is a dual-purpose summary form designed to be used by each manifesting activity. The DD Form 1386, identified by an X in the appropriate block on the form, is used either as a manifest recapitulation or as a manifest summary.

### Manifest Recapitulation

The ocean cargo manifest recapitulation is a summary listing of the cargo manifested by each loading port to cover all cargo loaded into any one ship. In general, this summary covers the physical aspects of the cargo, summarizes heavy lifts and their location, and indicates whether the vessel is self-sustaining (heavy

CARGO MANIFEST																				
AIR		AIRCRAFT DATA			DEST CODE	REF	DESTINATION	MISSION DATA		ALW NT	ALW CU	MANIFEST ID				PAGE NO.				
CARRIER	A/C NO.	A/C MODEL						NO.	SV	DATE			STA	SVT	NO.					
DATE SAILED	VOYAGE DOCUMENT NO.	POD	REF	VESSEL NAME	STATUS	SUST	TRUCK NO.	REMARKS									PAGE NO.			
1GC	3368	A1266	JF1	P	AMERICAN CLIPPER	61	2													
DOC ID	VEHICLE TRAILER OR CNTR NUMBER	YR	MAKE	CNTR NUMBER	COM CODE	CAR GO EXC	VOYAGE DOC NO.	PORT OF DISCH	TYPE PACK	TRANSPORTATION CONTROL NUMBER	CONSIGNEE	NAME	AMMO LOT NO.	NOMEN	IDENTIFICATION NO. OR REMARKS	PIECES	WEIGHT	CUBE		
TXJ	MATRS	714	22	1266	JF1	8X	F8560451021012XXX	F85604	3	5LHA F9A0										
<div> <div>ITEMS HAVE BEEN LOADED:</div> <div>DATE</div> <div>SIGNATURE OF LOADING AGENT</div> </div> <div> <div>ITEMS HAVE BEEN RECEIVED EXCEPT AS CIRCLED NOTED ON REVERSE SIDE</div> <div>DATE</div> <div>SIGNATURE OF UNLOADING AGENT</div> </div> <div> <div>TOTALS</div> <div>DATE</div> <div>SIGNATURE OF RECEIVING AGENT</div> </div>																				

DD FORM 1385, 1 Apr 66

REPLACES EDITION OF 1 APR 63, WHICH IS OBSOLETE.

10.110

Figure 9-8.—Sample Ocean Cargo Manifest, DD Form 1385.

lifts can be discharged by the vessel lifting gear) or nonself-sustaining (heavy lifts cannot be discharged by the vessel lifting gear). See figure 9-9.

## Manifest Summary

The ocean cargo manifest summary is the official source document used by the MSC to render billings for ocean transportation. A separate summary is prepared by the manifesting activity for each discharge port. To summarize cargo, you should use the following procedures:

- Cargo must be summarized by measurement ton (M/T) for each different transportation account code (TAC) within each major commodity category for each DOD agency responsible for payment of transportation charges.

- Summarized M/Ts must be rounded to the nearest whole M/T, for example, fractional M/Ts of .4 or less are dropped and those of .5 or more are rounded to the next whole.

- Cargo stored on deck is listed separately and identified by an X in the On Deck column of the DD Form 1336. See figure 9-10.

## SHIPMENT VIA GOVERNMENT VEHICLE

If possible, commercial carrier service should be used for the transportation of material. However, as

directed by local naval authority having cognizance over the motor vehicles, government owned and operated equipment may be used to transport freight for any distance up to 100 miles. For activities located in or near a city, the metropolitan area is usually the freight hauling limit for government-owned motor vehicles. Two exceptions to the 100-mile limitation are recognized and discussed in the following paragraph.

When the area coordinator determines that any emergency exists, the use of government owned and operated motor vehicles is justified for security reasons. Also, if using such vehicles would be in the best interest of the government, they maybe used to transport freight regardless of the distance involved, provided that state permits are not required because of excessive dimensions or weight. Care should be exercised to make sure government vehicles comply with all safety regulations and material is properly loaded within the state axle weight limitations. However, when it is determined that repeated use of government owned and operated motor vehicles for scheduled trips exceeding 100 miles is required, the following information must be forwarded to NAVSUP (Deputy Commander, Transportation) at the time such determination is made:

- The points between which the scheduled trips are to be made
- The approximate amount of tonnage involved
- The nature of the material to be transported

<input checked="" type="checkbox"/> RECAPITULATION (Line a applicable)		<input type="checkbox"/> SUMMARY (Line b applicable)		OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY				<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISED				
1. VESSEL NAME	2. VESSEL NO.	3. VOT DOC NO.	4. DATE	5. LOADING PORT	6. HEAVY LIFTS	7. OUTSIDE DIMENSION	PAGE NO.	NO. OF PAGES				
MARINE FIDDLER	USNS	P1572	3304	3DK MOTBA OAKLAND	1	8	1	1				
DESCRIPTION AND LOCATION OF HEAVY LIFTS AND OTHER SPECIAL DATA						TOTAL CARGO LOADED						
a. DESTINATION PORT	DESCRIPTION	LENGTH-WIDTH-HEIGHT	SELF SUS	NON S.S.	YES	CGO	STOW LOCATION	L/T	DESTINATION PORT	SVC	L/T	M/T
b. DESTINATION PORT	COMMODITY CATEGORY	FOR MTS USE					TRANSPORTATION ACCT CODE	ON DECK	NO. OF UNITS POVS/MAIL OR OTHER			
RG1 SAIGON	CRANE	420L 120W 120H		X		X	30DP	16	RG1 SAIGON	N	810	1650
									UD6 PUSAN	A	165	612
									UB1 NAHA	M	110	310
	LASHING MATERIAL - GOVT PROPERTY - RETAIN								TOTAL		1085	2572
	1050 BMF 1 X 8 PINE LUMBER											
	5 PCS (150 FT) WIRE ROPE 3/4"											
	12 EA TURNBUCKLES 18"											
	60 EA WIRE CLIPS 3/4"											

Figure 9-9.—Ocean Cargo Manifest Recapitulation, DD Form 1386.

<input type="checkbox"/> RECAPITULATION (Line & applicable)			<input checked="" type="checkbox"/> SUMMARY (Line & applicable)			OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY				<input type="checkbox"/> ORIGINAL		<input type="checkbox"/> REVISED	
1. VESSEL NAME	2. STA. NO.	3. VOT SOC NO.	4. DATE	5. LOADING PORT	6. HEAVY LIFTS	7. OUTSIDE DIMENSION		PAGE NO.	NO. OF PAGES				
SS NEVERSAIL	6	A6509	3310	1GC MOTB				1					
DESCRIPTION AND LOCATION OF HEAVY LIFTS AND OTHER SPECIAL DATA						TOTAL CARGO LOADED							
a. DESTINATION PORT	DESCRIPTION	LENGTH-WIDTH-HEIGHT	REF. SUS	NON S.S.	VES	CGO	STOW LOCATION	L/T	DESTINATION PORT	SVC	L/T	M/T	
b. DESTINATION PORT	COMMODITY CATEGORY	FOR NOTE USE					TRANSPORTATION ACT CODE	ON DECK	NO. OF UNITS POY/MAIL OR OTHER				
JF1	REEFER, FREEZE						F9A0					42	
	SPECIAL, NOS						N727					10	
	SPECIAL, NOS						N727	X				41	
	POV						A145		4			45	
	HOUSEHOLD GOODS						A146					65	

Figure 9-10.—Ocean Cargo Manifest Summary, DD Form 1386.

- The frequency of movement
- A detailed statement of attempts to obtain or use the services of commercial carriers

When government owned and operated motor vehicles are transferred from or returned to the activity to which assigned, such vehicles maybe loaded with Navy material to be transported, regardless of the distance involved.

## DOCUMENTATION OF SHIPMENTS

The TCMD is used to document shipment of material by government-owned vehicles. When it is necessary to make a shipment of material using both government conveyance and commercial carrier service requiring a GBL, a DD Form 1384 is used for the government conveyance portion of the movement, and a GBL is used for the commercial portion.

## SHIPMENT MARKING

Each unit package, intermediate package, shipping container, and all items shipped unpacked must be clearly and adequately marked as per the requirements of the *Military Standard Marking for Shipment and Storage*, MIL-STD 129, as amended. An exception is that marking requirements for supplies purchased for local consumption may be specified by the requisitioning activity.

All shipments moving within the DTS require a standard method of marking and labeling to make sure of the timely movement and delivery of materials to the consignee. The shipment activity must assure that the appropriate marking or labeling is applied. DD Forms 1387, 1387-1, and 1387-2 are given in figure 9-11 as examples of the shipment labels and tags required under MILSTAMP. Other special markings and their use are described in NAVSUPINST 4610.32.

